

**Milford Water/Wastewater Commissioners’
Meeting Minutes
October 25, 2016**

Present: Robert E. Courage, Chairman
Michael E. Putnam, Vice-Chairman
Dale A. White, Commissioner
David Boucher, Director
Evelyn Gendron, Recording Secretary
Amy Concannon, Videographer

Call to Order

Chairman Courage called the meeting to order at 6:00 p.m.

RSA 91-A:3, II(c) Reputation and **RSA 91-A:3, II(d) Land** Upon motion by Vice-Chairman Putnam at 6:00 p.m. to enter into non-public session for “reputation” and “land” discussion purposes, seconded by Commissioner White, the motion unanimously passed 3/0. Upon motion by Commissioner White, seconded by Mr. Putnam, to exit the non-public session at 6:52 p.m. and return to the public meeting session, the motion unanimously passed 3/0. Upon motion at 6:52 p.m. by Commissioner White, seconded by Vice-Chairman Putnam, it was unanimously decided 3/0 to seal the non-public meeting minutes. Two decisions were made while in non-public session.

Press and Public Comments – None

Decisions/Approvals

Penta Corporation Pay Request #6 –The Milford Finance Director, Underwood Engineering and Director Boucher reviewed this application for payment in the amount of \$97,400.00 regarding the wastewater treatment plant’s Ultra-Violet Disinfection Upgrade Project. Following Vice-Chairman Putnam’s inquiries of anticipated project completion and the amount yet to be invoiced, he made the motion to approve Penta Corporation’s Pay Request #6 as presented. Commissioner White seconded the motion. The motion unanimously passed 3/0. Chairman Courage signed three copies of Penta Corporation’s pay request #6.

Approval of Minutes – Upon motion made by Vice-Chairman Putnam and seconded by Commissioner White, it was unanimously voted 3/0 to approve the minutes of the October 11, 2016 commissioners’ meeting as presented.

10/27 & 10/28 Vacation Request – It was unanimously voted 3/0 to approve Director Boucher’s use of accrued vacation time on October 27 and 28, 2016, following the motion made by Vice-Chairman Putnam, seconded by Commissioner White.

Discussion/Information Items

Bid Package Review: Water Rate Study & 10 Year Plan – Director Boucher distributed the first draft of the Ten Year Water Master Plan scope of work for the commissioners’ review. The proposal submittal deadline date, scope of work details, 2017 Water Department CIP budget items, and language indicating planned review of suggested incremental water rate increases will be inserted and presented during the November 8 meeting. Bid packages will be distributed to qualified, experienced engineering firms including Stantec, Weston & Sampson, Wright-Pierce, and Underwood. Price will not be the sole criteria to select the engineering firm to be awarded the water rate study and water department ten year master plan. As in the past, the commissioners agreed that the awarded engineering firm will be responsible for performing services in the best interest of the Milford water system, within the “General Requirements” RFP/scope of work section language details, and the final decision will be at the prerogative of the commissioners, price notwithstanding. Mr. Boucher will forward updates to the commissioners, necessary to finalize the 2017 budget.

2017 Water Utilities Budget—Capital Expense Items – Director Boucher distributed a list of planned water and sewer expenses and initiated discussion. He noted that there had been some reductions in actual costs versus the estimated 2016 Water Utilities Department’s budget.

\$283,500.00 estimated water cost to include:

- \$38,500 to replace 9 water system radios and antennas (two quotes have been received to date)
- \$100,000 for the Mayflower tank: interior pressure washing, grinding/recoating steel throughout
- \$145,000 for a future standpipe property purchase

\$2,062,500.00 estimated sewer cost to include:

- \$208,000 for a truck mounted sewer flusher (the model demonstrated in 2015 on Nashua St.)
- \$355,000 to replace the orig. facility back-up generator (old back-up generator be bid item)
- \$370,000 for A20 process upgrade (benefits to reconfigure existing process was explained)
- \$1,112,000 for W.A.S. sludge holding tanks
- \$17,500 for MPS valve replacement (estimated cost—will be scrutinized further)

\$85,575.00 estimated for WWTF budget items:

- \$16,000 to replace electrical panels
- \$700.00 to replace backhoe front tires
- \$1,775 to replace Admin Building windows
- \$10,000 for SCADA/PLC upgrades
- \$10,000 for UV bulb bank
- \$18,000 for secondary waste pump
- \$25,500 for headworks building roof repairs
- \$3,600 to seal admin building concrete wall blocks

Additionally, funds may be allocated for swapping mains and the associated road repairs. The Route 13 South water main may be extended. Investigations during the planned water rate study should identify and prioritize sections in town where cast iron pipe should be replaced, as in areas where frequent water hammers and broken shears have occurred. It may be decided to replace one truck. Warrant articles

will be discussed. Pre-bid engineering estimates will be obtained in preparation of the Deliberative Session. Chairman Courage said, that Milford's water distribution system is, overall, better than most systems of the same age.

Ultra-Violet Disinfection Project Update – Mr. Boucher provided project updates. Six punch list items remain, including a repair to a crack in the interior floor. The substantial completion requirements have been met.

Activities Report – Reviewed by the commissioners without questions.

Miscellaneous Water Utilities Department Projects – J. Lawrence Hall sent a representative in response to a boiler actuator failure. The NH DES performed an on-site inspection, photographs were taken, no deficiencies were reported. CSSI tapped into and extended the 10" water main for the East Ridge Development. Mr. Ouellette will be the inspector this project. Hutchinson Point manhole invert and water system work continues. South Street/Marshall Street water gates were discussed. For less cost than contracting out the repairs needed to the Wadleigh Library's water fountain statue, the Water Utilities crew has begun assisting with dismantling/recoating the statue, with video-documentation to be performed this week by Mr. Mike McInerney, Media Director.

Adjournment: At 7:46 p.m. Vice-Chairman Putnam made the motion to adjourn the meeting, seconded by Commissioner White. All voted in favor.

Future Appointments/Meetings: **Tuesday, November 8, 2016 at 6:00 p.m.** held at the Water Utilities Department, 564 Nashua Street.

Robert E. Courage, Chairman

Date

Michael E. Putnam, Vice-Chairman

Date

Dale A. White, Commissioner

Date